

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Holiday Informal Time Off	REFERENCE NUMBER: 2004-068
DATE ISSUED: 12/10/04	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers

FROM: Department of Personnel Administration
Office of the Director

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: PSB@dpa.ca.gov

In celebration of the holiday season, the Governor has authorized informal time off (ITO) for all employees based on the following schedule:

Full-time employees		4 hours
Part-time employees	Less than ¼ time	1 hour
	¼ to ½ time	2 hours
	Greater than ½ time	4 hours
Intermittent employees	1 – 43 hours worked	1 hour
	44 – 87 hours worked	2 hours
	88 or more hours worked	4 hours

For most employees, the paid ITO will be either Friday, December 24, or Friday, December 31. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees required to work these days, or who would be scheduled to work but are on paid leave, should be granted the time off prior to June 30, 2005, if administratively feasible.

ITO Provisions

- All employees who are scheduled to work are eligible for ITO. This includes temporary hires such as seasonal employees and retired annuitants.
- Employees using ITO must report it on their Absence Report forms (Std. 634).
- FLSA-exempt employees may either combine their ITO with paid leave to equal a full day off, or they may use their ITO to leave early after working a partial day.
- ITO is not lost when employees transfer between agencies; employees retain their ITO balances until the hours are actually used.
- ITO is not available for cash-out upon separation; agencies should allow employees to use their ITO prior to separation.

For policy interpretation questions related to ITO, your headquarters' personnel office staff should contact DPA's Personnel Services Branch at the telephone number or e-mail address provided above.

May you all have a joyous holiday season.

/s/Michael T. Navarro

Michael T. Navarro, Director
Department of Personnel Administration